

INSPECTION DOCUMENTATION CHECKLIST

Topic 1: Prevention and control of infectious diseases (including immunization)		ARM
Pediatric Health Statements for each child under 2 years old (Form must be signed by a physician)		37.95.128
Emergency Contact / Parent Consent form: must include the name and contact information of each child's physician or health care facility.		37.95.139(1)
Immunizations: child & staff (review onsite only) or Letter from county immunization nurse		37.95.140
(Family/Group ONLY) If on a private well, well test results (within the past 12 months)		37.95.708(5)
(Centers ONLY) County health inspection report (within the past 12 months)		37.95.106(3)
Topic 2: Prevention of sudden infant death syndrome and use of safe sleeping practices		
Written safe sleep policy signed by staff		37.95.1005
Topic 3: Administration of medication consistent with standards for parental consent		
Medication Authorization forms signed and complete from parent/guardian		37.95.181
Medication administration log		
Written medication administration policy		
Topic 4: Prevention of and response to emergencies due to food and allergic reactions		
Written plan for preventing and responding to emergencies due to food and allergic reactions.		37.95.139
Special Needs Health form for each child with any special health needs, including allergies. (Emergency Contact / Parent Consent form must also include allergies if applicable)		37.95.141
Infant Feeding Schedules for each child under 19 months old		37.95.1005
Topic 5: Building and physical premises safety		
(Centers only) Fire Inspection Report (within the past 12 months)		37.95.106
Vaccination records for any pets present at the facility		37.95.121
Topic 6: Prevention of Shaken Baby and Abusive Head Trauma		
Written discipline policy. Include how do you prevent physical discipline such as spanking, and other forms of corporal punishment.		37.95.715; 37.95.606
Topic 7: Emergency preparedness and response planning for emergencies		
Written emergency disaster plan.		37.95.124
Daily attendance log (sign-in / sign-out).		
Topic 8: Hazardous Materials / Bio-contaminants		
No Documents – observation only		37.95.121
Topic 9: Precautions in transporting children		
Written Transportation Policy		37.95.132
Topic 10: First aid and cardiopulmonary resuscitation		
Written first aid policy including the use of CPR and other health emergencies		37.95.183
Topic 11: Recognition and reporting of child abuse and neglect		
Written policy or guidance on reporting abuse and neglect. Phone number posted		37.95.171